

# Chapter 5: Creating a Table

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## *In This Chapter*

- ✓ **Understanding table jargon**
- ✓ **Creating a table and entering the text and numbers**
- ✓ **Aligning table text in various ways**
- ✓ **Merging and splitting cells to make interesting layouts**
- ✓ **Changing the size of rows and columns**
- ✓ **Decorating a table with table styles, colors, and borders**
- ✓ **Doing math calculations in a Word table**
- ✓ **Discovering an assortment of table tricks**

**T**he best way to present a bunch of data at once in Word, PowerPoint, or Publisher is to do it in a table. Viewers can compare and contrast the data. They can compare Elvis sightings in different cities or income from different businesses. They can contrast the number of socks lost in different washing machine brands. A table is a great way to plead your case or defend your position. On a PowerPoint slide, the audience can see right away that the numbers back you up. In a Word or Publisher document, readers can refer to your table to get the information they need.

As everyone who has worked on tables knows, however, tables are a chore. Getting all the columns to fit, making columns and rows the right width and height, and editing the text in a table isn't easy. This chapter explains how to create tables, enter text in tables, change the number and size of columns and rows, lay out tables, format tables, and (in Word) do the math in tables. You also discover a few tricks — including using a picture for the background — that only magicians know. And to start you on the right foot, I begin by explaining table jargon.

## Talking Table Jargon

As with much else in Computerland, tables have their own jargon. Figure 5-1 describes this jargon. Sorry, but you need to catch up on these terms to construct the perfect table:

- ◆ **Cell:** The box that is formed where a row and column intersect. Each cell holds one data item.
- ◆ **Header row:** The name of the labels along the top row that explain what is in the columns below.
- ◆ **Row labels:** The labels in the first column that describe what is in each row.
- ◆ **Borders:** The lines in the table that define where the rows and columns are.
- ◆ **Gridlines:** The gray lines that show where the columns and rows are. Unless you've drawn borders around all the cells in a table, you can't tell where rows and columns begin and end without gridlines. To display or hide the gridlines, go to the (Table Tools) Layout tab and click the View Gridlines button.

Figure 5-1: The parts of a table.

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
East	4	8	5	6
West	3	4	4	9
North	3	8	9	6
South	8	7	7	9

Labels in the diagram: Row labels (pointing to the first column), Header row (pointing to the top row), Borders (pointing to the outer frame), Gridlines (pointing to the internal lines), and Cells (pointing to individual data boxes).

## Creating a Table

Word, PowerPoint, and Publisher offer several ways to create a table:



- ◆ **Drag on the Table menu.** On the Insert tab, click the Table button, point in the drop-down list to the number of columns and rows you want, click, and let go of the mouse button.

- ◆ **Use the Insert Table dialog box.** On the Insert tab, click the Table button and choose Insert Table on the drop-down list. The Insert Table dialog box appears. Enter the number of columns and rows you want and click OK. In PowerPoint, you can also open the Insert Table dialog box by clicking the Table icon in a content placeholder frame.
- ◆ **Draw a table (Word and PowerPoint).** On the Insert tab, click the Table button and then choose Draw Table on the drop-down list. The pointer changes into a pencil. Use the pencil to draw table borders, rows, and columns. If you make a mistake, click the Eraser button on the (Table Tools) Design tab and drag it over the parts of the table you regret drawing (you may have to click the Draw Borders button first). When you finish drawing the table, press Esc.

You can click the Pen Color button and choose a color on the drop-down list to draw your table in your favorite color.

- ◆ **Create a quick table (Word).** On the Insert tab, click the Table button and choose Quick Tables on the drop-down list. Then choose a ready-made table on the submenu. You have to replace the sample data in the quick table with your own data.
- ◆ **Convert text in a list into a table (Word).** Press Tab or enter a comma in each list item where you want the columns in the table to be. For example, to turn an address list into a table, put each name and address on its own line and press Tab or enter a comma after the first name, the last name, the street address, the city, the state, and the ZIP Code. For this feature to work, each name and address — each line — must have the same number of tab spaces or commas in it. Select the text you'll convert to a table, click the Table button on the Insert tab, and choose Convert Text to Table. Under Separate Text At in the Convert Text to Table dialog box, choose Tabs or Commas to tell Word how the columns are separated. Then click OK.

## Constructing your table from an Excel worksheet

Fans of Microsoft Excel will be glad to know that you can construct an Excel worksheet in a Word document or PowerPoint slide. Excel worksheets, which present data in columns and rows, are very much like tables and can serve as such in documents and slides.

To create an Excel worksheet, go to the Insert tab, click the Table button, and choose Excel Spreadsheet. An Excel worksheet appears on the slide and — *gadzooks!* — you see

Excel menus and commands where Word or PowerPoint menus and commands used to be. The worksheet you just created is embedded in your file. Whenever you click the worksheet, Excel menus and commands rather than Word or PowerPoint menus and commands appear on-screen. Click outside the worksheet to return to Word or PowerPoint. Book VIII, Chapter 7 explains how embedded objects work.



After you create a table, you get two new tabs on the Ribbon. The (Table Tools) Design tab offers commands for changing the look of the table; the (Table Tools) Layout tab is for changing around the rows and columns.

## *Entering the Text and Numbers*

After you create the table, you can start entering text and numbers. All you have to do is click in a cell and start typing. Select your table and take advantage of these techniques to make the onerous task of entering table data a little easier:



- ◆ **Quickly changing a table's size:** Drag the bottom or side of a table to change its overall size. In Word, you can also go to the (Table Tools) Layout tab, click the AutoFit button, and choose AutoFit Window to make the table stretch from margin to margin.
- ◆ **Moving a table:** In Word, switch to Print Layout view and drag the table selector (the square in the upper-left corner of the table). In PowerPoint and Publisher, move the pointer over the table's perimeter, and when you see the four-headed arrow, click and drag.
- ◆ **Choosing your preferred font and font size:** Entering table data is easier when you're working in a font and font size you like. Select the table, visit the Home tab, and choose a font and font size there. In Word and PowerPoint, you can select a table by going to the (Table Tools) Layout tab, clicking the Select button, and choosing Select Table on the drop-down list.
- ◆ **Quickly inserting a new row:** Click in the last column of the last row in your table and press the Tab key to quickly insert a new row at the bottom of the table.

Here are some shortcuts for moving the cursor in a table:

<i>Press</i>	<i>Moves the Cursor to</i>
Tab	Next column in row
Shift+Tab	Previous column in row
↓	Row below
↑	Row above
Alt+Page Up	Top of column (Word and PowerPoint)
Alt+Page Down	Bottom of column (Word and PowerPoint)

## Selecting Different Parts of a Table

It almost goes without saying, but before you can reformat, alter, or diddle with table cells, rows, or columns, you have to select them:



- ◆ **Selecting cells:** To select a cell, click in it. You can select several adjacent cells by dragging the pointer over them.
- ◆ **Selecting rows:** Move the pointer to the left of the row and click when you see the right-pointing arrow; click and drag to select several rows. You can also go to the (Table Tools) Layout tab, click inside the row you want to select, click the Select button, and choose Select Row on the drop-down list. To select more than one row at a time, select cells in the rows before choosing the Select Row command.
- ◆ **Selecting columns:** Move the pointer above the column and click when you see the down-pointing arrow; click and drag to select several columns. You can also start from the (Table Tools) Layout tab, click in the column you want to select, click the Select button, and choose Select Column in the drop-down list. To select several columns, select cells in the columns before choosing the Select Column command.
- ◆ **Selecting a table:** On the (Table Tools) Layout tab, click the Select button, and choose Select Table on the drop-down list. In PowerPoint, you can also right-click a table and choose Select Table on the shortcut menu.

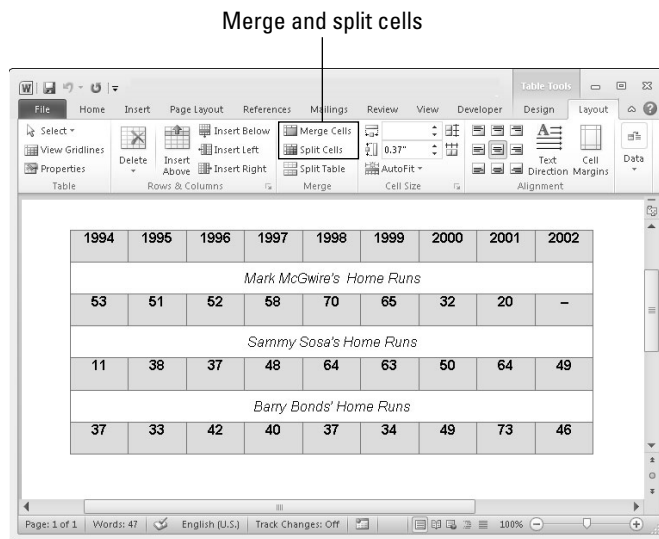
## Aligning Text in Columns and Rows

Aligning text in columns and rows is a matter of choosing how you want the text to line up vertically and how you want it to line up horizontally. Select the cells, columns, or rows, with text that you want to align (or select your entire table) and then align the text:

- ◆ **In Word and Publisher:** On the (Table Tools) Layout tab, click an Align button (you may have to click the Alignment button first, depending on the size of your screen). Word offers nine of them in the Alignment group.
- ◆ **In PowerPoint:** On the (Table Tools) Layout tab, click one Horizontal Align button (Align Left, Center, or Align Right), and one Vertical Align button (Align Top, Center Vertically, or Align Bottom). You may have to click the Alignment button first.

## Merging and Splitting Cells

Merge and split cells to make your tables a little more elegant than run-of-the-mill tables. *Merge* cells to break down the barriers between cells and join them into one cell; *split* cells to divide a single cell into several cells (or several cells into several more cells). In the table shown in Figure 5-2, the cells in rows two, four, and six have been merged and a baseball player's name appears in each merged cell. Where rows two, four, and six originally had nine cells, they now have only one.



**Figure 5-2:**  
Merge cells  
to create  
larger cells.

Select the cells you want to merge or split, go to the (Table Tools) Layout tab, and follow these instructions to merge or split cells:



◆ **Merging cells:** Click the Merge Cells button (in Word and PowerPoint, you can also right-click and choose Merge Cells).



◆ **Splitting cells:** Click the Split Cells button (in Word and PowerPoint, you can also right-click and choose Split Cells). In the Split Cells dialog box, declare how many columns and rows you want to split the cell into and then click OK. In Publisher, you can only split cells that were previously merged.

In Word and PowerPoint, you can merge and split cells by clicking the Draw Table or Eraser button on the (Table Tools) Design tab. Click the Draw Table button and then draw lines through cells to split them. Click the Eraser button and drag over or click the boundary between cells to merge cells. Press Esc when you finish drawing or erasing table cell boundaries. You can

click the Pen Color button and choose a color on the drop-down list to draw in a particular color.



Split Table

Need to split a table? In Word, place the cursor in what you want to be the first row of the new table, go to the (Table Tools) Layout tab, and click the Split Table button.

## Laying Out Your Table

Very likely, you created too many or too few columns or rows for your table. Some columns are probably too wide and others too narrow. If that's the case, you have to change the table layout by deleting, inserting, and changing the size of columns and rows, not to mention changing the size of the table itself. In other words, you have to modify the table layout. (Later in this chapter, "Decorating your table with borders and colors" shows how to put borders around tables and embellish them in other ways.)

### Changing the size of a table, columns, and rows

The fastest way to adjust the width of columns, the height of rows, and the size of a table itself is to "eyeball it" and drag the mouse:



- ◆ **Column or row:** Move the pointer onto a gridline or border, and when the pointer changes into a double-headed arrow, start dragging. Tug and pull, tug and pull until the column or row is the right size.

In Word and PowerPoint, you can also go to the (Table Tools) Layout tab and enter measurements in the Height and Width text boxes to change the width of a column or the height of a row. The measurements affect entire columns or rows, not individual cells.

- ◆ **A table:** Select your table and use one of these techniques to change its size in Word and PowerPoint:
  - *Dragging:* Drag the top, bottom, or side of the table. You can also drag the lower-right corner to change the size vertically and horizontally.
  - *Height and Width text boxes:* On the (Table Tools) Layout tab, enter measurements in the Height and Width text boxes. In Publisher, these text boxes are found on the (Table Tools) Design tab. In PowerPoint, click the Lock Aspect Ratio check box if you want to keep the table's proportions when you change its height or width.
  - *Table Properties dialog box (Word only):* On the (Table Tools) Layout tab, click the Cell Size group button, and on the Table tab of the Table Properties dialog box, enter a measurement in the Preferred Width text box.

## *Adjusting column and row size*

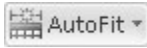
Resizing columns and rows can be problematic in Word and PowerPoint. For that reason, Word and PowerPoint offer special commands on the (Table Tools) Layout tab for adjusting the width and height of rows and columns:



- ◆ **Making all columns the same width:** Click the Distribute Columns button to make all columns the same width. Select columns before giving this command to make only the columns you select the same width.



- ◆ **Making all rows the same height:** Click the Distribute Rows button to make all rows in the table the same height. Select rows before clicking the button to make only the rows you select the same height.



In Word, you can also click the AutoFit button on the (Table Tools) Layout tab, and take advantage of these commands on the drop-down list for handling columns and rows:

- ◆ **AutoFit Contents:** Make each column wide enough to accommodate its widest entry.
- ◆ **AutoFit Window:** Stretch the table so that it fits across the page between the left and right margin.
- ◆ **Fixed Column Width:** Fix the column widths at their current settings.

## *Inserting and deleting columns and rows*



The trick to inserting and deleting columns and rows is to correctly select part of the table first. You can insert more than one column or row at a time by selecting more than one column or row before giving the Insert command. To insert two columns, for example, select two columns and choose an Insert command; to insert three rows, select three rows and choose an Insert command. Earlier in this chapter, “Selecting Different Parts of a Table” explains how to make table selections.

Go to the (Table Tools) Layout tab and follow these instructions to insert and delete columns and rows:

- ◆ **Inserting columns:** Select a column or columns and click the Insert Left or Insert Right button. If you want to insert just one column, click in a column and then click the Insert Left or Insert Right button. You can also right-click, choose Insert, and choose an Insert Columns command.
- ◆ **Inserting rows:** Select a row or rows and click the Insert Above or Insert Below button. If you want to insert just one row, click in a row and click the Insert Above or Insert Below button. You can also right-click, choose Insert, and choose an Insert Rows command on the shortcut menu.





To insert a row at the end of a table, move the pointer into the last cell in the last row and press the Tab key.

- ◆ **Deleting columns:** Click in the column you want to delete, click the Delete button, and choose Delete Columns on the drop-down list. Select more than one column to delete more than one. (Pressing the Delete key deletes the data in the column, not the column itself.)
- ◆ **Deleting rows:** Click in the row you want to delete, click the Delete button, and choose Delete Rows. Select more than one row to delete more than one. (Pressing the Delete key deletes the data in the row, not the row itself.)

## Sorting, or reordering a table (in Word)

On the subject of moving columns and rows, the fastest way to rearrange the rows in a Word table is to sort the table. *Sorting* means to rearrange all the rows in a table on the basis of data in one or more columns. For example, a table that shows candidates and the number of votes they received could be sorted in alphabetical order by the candidates' names or in numerical order by the number of votes they received. Both tables present the same information, but the information is sorted in different ways.

The difference between ascending and descending sorts is as follows:

- ✓ Ascending arranges text from A to Z, numbers from smallest to largest, and dates from earliest to latest.
- ✓ Descending arranges text from Z to A, numbers from largest to smallest, and dates from latest to earliest.

When you rearrange a table by sorting it, Word rearranges the formatting as well as the data. Do your sorting before you format the table.

Follow these steps to sort a table:

1. **On the (Table Tools) Layout tab, click the Sort button.**

You see the Sort dialog box. Depending on the size of your screen, you may have to click the Data button before you see the Sort button.

2. **In the first Sort By drop-down list, choose the column you want to sort with.**
3. **If necessary, open the first Type drop-down list and choose Text, Number, or Date to describe what kind of data you're dealing with.**
4. **Select the Ascending or Descending option button to declare whether you want an ascending or descending sort.**
5. **If necessary, on the first Then By drop-down list, choose the tiebreaker column.**

If two items in the Sort By columns are alike, Word looks to your Then By column choice to break the tie and place one row before another in the table.
6. **Click OK.**

When you sort a table, Word ignores the *header row*— the first row in the table — and doesn't move it. However, if you want to include the header row in the sort, click the No Header Row option button in the Sort dialog box.

## *Moving columns and rows*

Because there is no elegant way to move a column or row, you should move only one at a time. If you try to move several simultaneously, you open a can of worms that is best left unopened. To move a column or row:

- 1. Select the column or row you want to move.**

Earlier in this chapter, “Selecting Different Parts of a Table” explains how to select columns and rows.

- 2. Right-click in the selection and choose Cut on the shortcut menu.**

The column or row is moved to the Clipboard.

- 3. Insert a new column or row where you want the column or row to be.**

Earlier in this chapter, “Inserting and deleting columns and rows” explains how.

- 4. Move the column or row:**

- *Column:* Click in the topmost cell in your new column and then click the Paste button or press Ctrl+V.
- *Row:* Click in the first column of the row you inserted and then click the Paste button or press Ctrl+V.

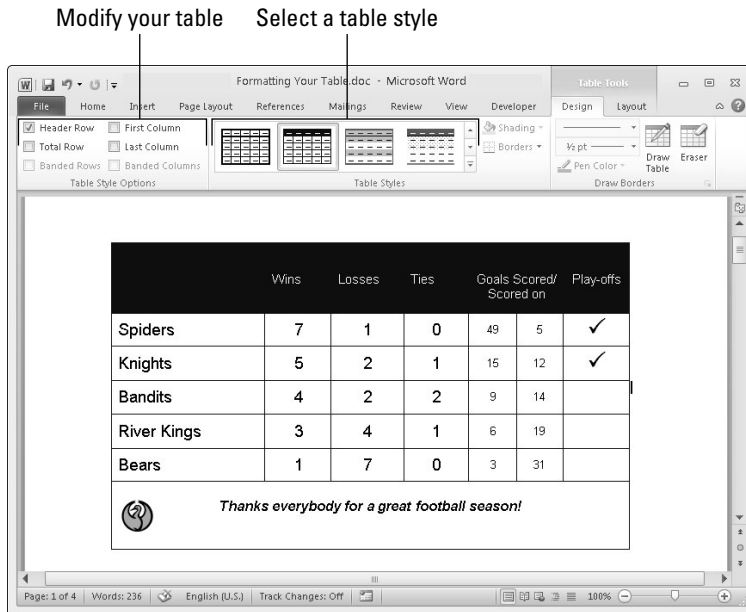
## *Formatting Your Table*

After you enter text in the table, lay out the columns and rows, and make them the right size, the fun begins. Now you can dress up your table and make it look snazzy. You can change fonts, choose colors for columns and rows, and even land a graphic in the background of your table. You can also play with the borders that divide the columns and rows and shade columns, rows, and cells by filling them with gray shades or a black background. Read on to find out how to do these tricks.

### *Designing a table with a table style*



The fastest way to get a good-looking table is to select a table style in the Table Styles gallery, as shown in Figure 5-3. A *table style* is a ready-made assortment of colors and border choices. You can save yourself a lot of formatting trouble by selecting a table style. After you’ve selected a table style, you can modify it by selecting or deselecting check boxes in the Table Style Options group.



**Figure 5-3:** You have many opportunities for designing tables.

Click anywhere in your table and follow these steps to choose a table style:

1. Go to the (Table Tools) Design tab.
2. Open the Table Styles gallery and move the pointer over table style choices to “live-preview” the table.

In Publisher, this gallery is called Table Formats.

3. Select a table style.

To remove a table style, open the Table Styles gallery and choose Clear (in Word) or Clear Table (in PowerPoint).



For consistency’s sake, choose a similar table style — or better yet the same table style — for all the tables in your document or presentation. This way, your work doesn’t become a showcase for table styles.

### Calling attention to different rows and columns

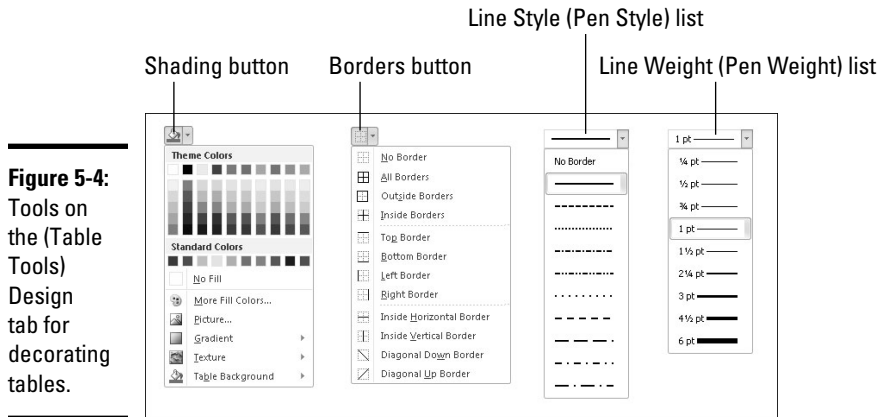
On the (Table Tools) Design tab, Word and PowerPoint offer Table Style Options check boxes for calling attention to different rows or columns (refer to Figure 5-3). For example, you can make the first row in the table, called the header row, stand out by selecting the Header Row check box. If your table presents numerical data with total figures in the last row, you can call

attention to the last row by selecting the Total Row check box. Select or deselect these check boxes on the (Table Tools) Design tab to make your table easier to read and understand:

- ◆ **Header Row and Total Row:** These check boxes make the first row and last row in a table stand out. Typically, the header row is a different color or contains boldface text because it is the row that identifies the data in the table. Click the Header Row check box to make the first row stand out; if you also want the last row to stand out, click the Total Row check box.
- ◆ **Banded Columns and Banded Rows:** *Banded* means “striped” in Office lingo. For striped columns or striped rows — columns or rows that alternate in color — select the Banded Columns or Banded Rows check box.
- ◆ **First Column and Last Column:** Often the first column stands out in a table because it identifies what type of data is in each row. Select the First Column check box to make it a different color or boldface its text. Check the Last Column check box if you want the rightmost column to stand out.

### *Decorating your table with borders and colors*

Rather than rely on a table style, you can play interior decorator on your own. You can slap color on the columns and rows of your table, draw borders around columns and rows, and choose a look for borders. Figure 5-4 shows the drop-down lists on the (Table Tools) Design tab that pertain to table decoration. Use these lists to shade table columns and rows and draw table borders.



**Figure 5-4:** Tools on the (Table Tools) Design tab for decorating tables.

### Designing borders for your table

Follow these steps to fashion a border for your table or a part of your table:

1. **Go to the (Table Tools) Design tab.**
2. **Select the part of your table that needs a new border.**

To select the entire table, go to the (Table Tools) Layout tab, click the Select button, and choose Select Table.

3. **Open the Line Style drop-down list (in Word) or the Pen Style drop-down list (in PowerPoint) and choose a line style for the border (you may have to click the Draw Borders button first, depending on the size of your screen).**



Stay away from the dotted and dashed lines unless you have a good reason for choosing one. These lines can be distracting and keep others from focusing on the data presented in the table.

4. **Open the Line Weight drop-down list (in Word and Publisher) or the Pen Weight drop-down list (in PowerPoint) and choose a thickness for the border (you may have to click the Draw Borders button first).**



5. **If you want your borders to be a color apart from black, click the Pen Color button (Word and PowerPoint) or the Line Color button (Publisher) and choose a color on the drop-down list (you may have to click the Draw Borders button first).**

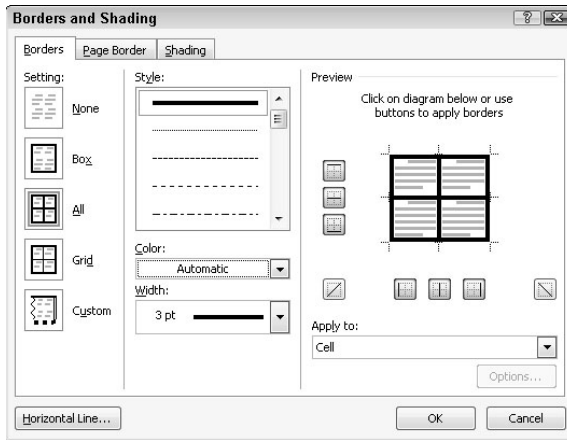


6. **Open the drop-down list on the Borders button and choose where to place borders on the part of the table you selected in Step 2.**

This is the tricky part. The Borders commands have different effects, depending on which part of the table you selected. For example, if you selected two rows and you choose the Top Border command, the command applies only to the top of the uppermost row. If you are anywhere near typical, you have to repeat Step 6 until you get it right.

In Word, you can also change borders by clicking the Draw Borders group button and making selections in the Borders and Shading dialog box, as shown in Figure 5-5.

**Figure 5-5:**  
In Word,  
you can  
draw  
borders with  
the Borders  
and Shading  
dialog box.



### *Selecting colors for columns, rows, or your table*

Follow these steps to paint columns, rows, or your table a new color:

1. **Select the part of the table that needs a paint job.**
2. **In the (Table Tools) Design tab, open the drop-down list on the Shading button and choose a color (refer to Figure 5-5).**



This button is called Fill in Publisher.

Later in this chapter, “Using a picture as the table background” explains how to use a picture as the background in a table.

## *Using Math Formulas in Word Tables*

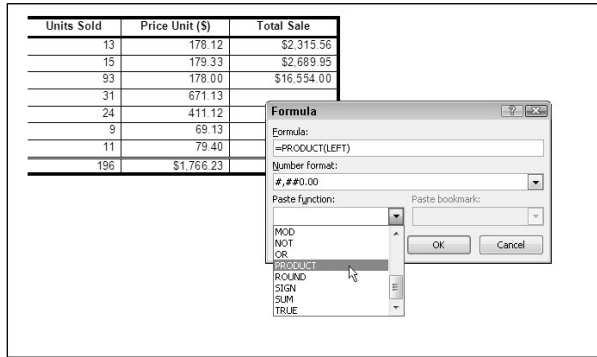
No, you don’t have to add the figures in columns and rows yourself; Word gladly does that for you. Word can perform other mathematical calculations as well. Follow these steps to perform mathematical calculations and tell Word how to format sums and products:

1. **Put the cursor in the cell that will hold the sum or product of the cells above, below, to the right, or to the left.**
2. **On the (Table Tools) Layout tab, click the Formula button.**



Depending on the size of your screen, you may have to click the Data button first. The Formula dialog box appears, as shown in Figure 5-6. In its wisdom, Word makes an educated guess about what you want the formula to do and places a formula in the Formula box.

**Figure 5-6:**  
A math  
formula in a  
table.



3. If this isn't the formula you want, delete everything except the equal sign in the Formula box, open the Paste Function drop-down list, and choose another function for the formula.

For example, choose PRODUCT to multiply figures. You may have to type **left**, **right**, **above**, or **below** in the parentheses within the formula to tell Word where the figures that you want it to compute are.

4. In the Number Format drop-down list, choose a format for your number.
5. Click OK.



Word doesn't calculate blank cells in formulas. Enter 0 in blank cells if you want them to be included in calculations. You can copy functions from one cell to another to save yourself the trouble of opening the Formula dialog box.

## Neat Table Tricks

The rest of this chapter details a handful of neat table tricks to make your tables stand out in a crowd. Why should all tables look alike? Read on to discover how to make text in the header row stand on its ear, put a picture behind a table, draw diagonal border lines, draw on top of a table, and wrap slide text around a table.

### *Changing the direction of header row text*

In a top-heavy table in which the cells in the first row contain text and the cells below contain numbers, consider changing the direction of the text in the first row to make the table easier to read. Changing text direction in the first row is also a good way to squeeze more columns onto a table. Consider how wide the table shown in Figure 5-7 would be if the words in the first row were displayed horizontally.

**Figure 5-7:** Change the direction of text to squeeze more columns on a table.

	Yes	No	Maybe	Often	Never
Prof. Plum in the Library	✓				
Miss Scarlet in the Drawing Room		✓			
Col. Mustard in the Dining Room					✓

Follow these steps to change the direction of text on a table.

**1. Select the row that needs a change of text direction.**

Usually, that’s the first row in a table.

**2. Go to the (Table Tools) Layout tab.**

**3. Click the Text Direction button.**



What happens next depends on whether you’re operating in Word, Publisher, or PowerPoint:

- *In Word and Publisher:* Keep clicking the Text Direction button until text lands where you want it to land. (You may have to click the Alignment button before you can see the Text Direction button.)
- *In PowerPoint:* Choose a Text Direction option on the drop-down list. (You may have to click the Alignment button to get to the Text Direction button, depending on the size of your screen.)

**4. Change the height of the row to make the vertical text fit.**

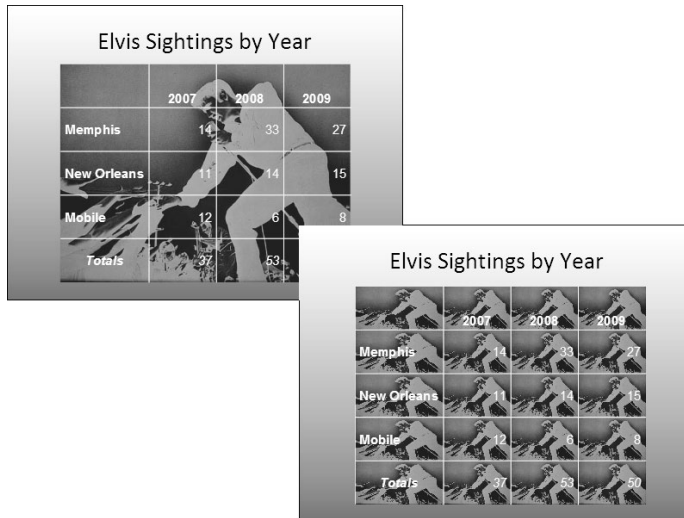
As “Changing the size of a table, columns, and rows” explains earlier in this chapter, you can change the height of a row by going to the (Table Tools) Layout tab and entering a measurement in the Height box.

***Using a picture as the table background***

As Figure 5-8 demonstrates, a picture used as the background in a table looks mighty nice. To make it work, however, you need a graphic that serves well as the background. For Figure 5-8, I got around this problem by recoloring my graphic (Book VIII, Chapter 3 explains how to recolor a graphic.) You also need to think about font colors. Your audience must be able to read the table text, and that usually means choosing a white or light font color for text so that the text can be read over the graphic. For Figure 5-8, I selected a white font color.



**Figure 5-8:** Using a graphic as a table background (left) and placing the same graphic in all table cells (right).



Besides putting a graphic behind a table, PowerPoint gives you the opportunity to make the graphic appear in every table cell, as shown on the right side of Figure 5-8. Sorry, you can't do that feat in Word, but you can place a picture behind a table, as the following pages explain.

### ***Placing a picture behind a table***

Placing a graphic behind a table requires a fair bit of work, but the results are well worth the effort. First you insert the graphic and perhaps recolor it. Then you create the table. Last, you make the table fit squarely on top of the graphic and perhaps group the objects together.

In Word and PowerPoint, follow these steps to place a graphic behind a table:

#### **1. Insert the graphic, resize it, and format the graphic.**

Book VIII, Chapter 3 explains how to insert and resize graphics. To insert a graphic, go to the Insert tab and click the Picture button. To resize it, drag a selection handle; make the graphic as big as you want your table to be. To recolor a graphic similar to the job done to the graphic in Figure 5-8, select the (Picture Tools) Format tab, click the Color button, and choose an option.

#### **2. Insert the table and make it roughly the same size as the graphic.**

These tasks are explained earlier in this chapter. To change the size of a table, drag a selection handle on its corner or side. Place the table nearby the graphic, but not right on top of it.

3. **On the (Table Tools) Design tab, open the Table Styles gallery, and choose Clear (in Word) or Clear Table (in PowerPoint).**

With the table styles out of the way, you can see the graphic clearly through your table.

4. **Enter the data in the table, select a font and font color, select a border and border color, and align the text.**

These tasks (except for selecting fonts) are described throughout this chapter. The easiest way to choose a font and font color for a table is to select the table, go to the Home tab, and select a font and font size.

5. **Move the table squarely on top of the graphic and then make the table and graphic roughly the same size.**

Here are a few tricks that are worth knowing when you're handling a graphic and table:

- ◆ In Word, you have to turn off text wrapping in order to bring the graphic behind the table. To do that, select your graphic, go to the (Picture Tools) Format tab, click the Wrap Text button, and choose Behind Text on the drop-down list.
- ◆ If the graphic is in front of the table, select the graphic, go to the (Picture Tools) Format tab, open the drop-down list on the Send Backward button, and choose Send to Back (in PowerPoint) or Send Behind Text (in Word).
- ◆ To make the graphic and table the same size, enter the same measurements for both. Select the table, go to the (Table Tools) Layout tab, and enter measurements for the table in the Height and Width boxes. Then select the graphic, go to the (Picture Tools) Format tab, and enter the same measurements in the Height and Width boxes (you may have to click the Size button to see these boxes, depending on the size of your screen).

### ***Placing a background picture in each PowerPoint table cell***

PowerPoint offers a special command for placing a picture in each table cell (refer to Figure 5-8). For this trick to work, you need a graphic of uniform color; otherwise, the text is too hard to read. (You might consult Book VIII, Chapter 3, which explains how to alter graphics with the Office Picture Manager.) Follow these steps to place a background picture in each PowerPoint table cell:

1. **Right-click your table and choose Select Table.**
2. **Go to the (Table Tools) Design tab.**
3. **Open the drop-down list on the Shading button and choose Picture.**



The Insert Picture dialog box opens.

#### 4. Select a picture and click the Insert button.

To remove the background pictures from a table, open the drop-down list on the Shading button and choose No Fill or choose Clear Table in the Table Styles gallery.

### *Drawing diagonal lines on tables*

Draw diagonal lines across table cells to cancel out those cells or otherwise make cells look different. In Figure 5-9, diagonal lines are drawn on cells to show that information that would otherwise be in the cells is either not available or is not relevant.

**Figure 5-9:**  
Diagonal  
lines mark  
off cells as  
different.

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
McKeef	8:00			3:00		8:00	2:15
Arnez	9:00	6:00	2:30	12:00	8:15		4:00
Danes	9:30		2:00	7:30		3:30	7:30
Minor		12:00	4:15	5:15	2:00		
Krupf	3:30	6:00		12:00	2:30	9:00	9:00
Gough	3:00			7:00	3:30	4:530	3:30
Gonzalez	12:00	7:15	8:30				10:15

Go to the (Table Tools) Design tab and use one of these techniques to draw diagonal lines across cells:



- ◆ **Draw Table button:** Click the Draw Table button (you may have to click the Draw Borders button first). The pointer changes into a pencil. Drag to draw the diagonal lines. Press Esc or click the Draw Table button a second time when you're finished drawing.

Click the Pen Color button and choose a color before drawing on your table if you want the diagonal lines to be a certain color.



- ◆ **Borders button:** Select the cells that need diagonal lines, open the drop-down list on the Borders button, and choose Diagonal Down Border or Diagonal Up Border.

To remove diagonal lines, click the Eraser button and click or drag across the diagonals.

### *Drawing on a table*

When you want to call attention to data in one part of a table, draw a circle around the data. By “draw” I mean make an Oval shape and place it over the data you want to highlight, as shown in Figure 5-10. Book I, Chapter 8 explains the drawing tools in detail. To spare you the trouble of turning to that chapter, here are shorthand instructions for drawing on a table in Word, PowerPoint, and Publisher:

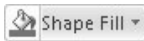


1. On the Insert tab, click the Shapes button and select the Oval shape on the drop-down list.

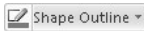
**Figure 5-10:**  
You can circle data to highlight it.

	April	May	June
Baltimore	\$1.5 mil	\$2.3 mil	\$1.8 mil
New York	\$1.2 mil	\$3.2 mil	\$4.1 mil
Philadelphia	\$ .8 mil	\$1.8 mil	\$1.7 mil
Newark	\$2.1 mil	\$2.2 mil	\$2.1 mil

2. On a corner of your page or slide, away from the table, drag to draw the oval.



3. On the (Drawing Tools) Format tab, open the drop-down list on the Shape Fill button and choose No Fill.



4. Open the drop-down list on the Shape Outline button and choose a very dark color.

5. Open the drop-down list on the Shape Outline button, choose Weight, and choose a thick line.

6. Drag the oval over the data on your table that you want to highlight.

If the oval is obscured by the table, go to the (Drawing Tools) Format tab, and click the Bring Forward button (click the Arrange button, if necessary, to see this button). While you're at it, consider rotating the oval a little way to make it appear as though it was drawn by hand on the table.

In the course of a live PowerPoint presentation, you can draw on slides with the Pen to highlight data. See Book IV, Chapter 4.